



POSITION DESCRIPTION

STARTTS is committed to Equal Employment Opportunity (EEO) and anti-discrimination policies.

POSITION NUMBER: 1020-2

Date reviewed/created: November 2021

POSITION TITLE: Research Officer

TEAM: Clinical Services - Research Team

LOCATION: Carramar

AGREEMENT: "NSW (Non-Declared) Affiliated Health Organisations' Professional and Associated Staff Agreement".

CLASSIFICATION: Health Education Officer, Psychologist or other relevant classification based on qualifications, experience and requirements of the role.

A generous salary packaging scheme is also offered.

PERIOD OF APPRAISAL: Performance will be assessed within 3 months of commencement and a 6 month probationary/qualifying period will also apply.

Background to STARTTS

STARTTS is a state-wide service funded by the NSW Department of Health and Commonwealth Department of Health to provide high quality assessment, treatment and rehabilitation services to people living in NSW who have experienced organised violence or trauma associated with the refugee experience. STARTTS is an Affiliated Health Organisation (AHO), a Non-Government Organisation whose services are deemed to be part of the NSW public health system.

STARTTS' service provision philosophy is predicated on a bio-psycho-social framework that incorporates a large range of clinical and psycho-social interventions informed by the latest advances in neuroscience and evidence based practice in relevant fields. As such, STARTTS provides a broad range of services including assessment; counselling for all age groups; psychiatric assessment and interventions; family therapy; group interventions; body-focused interventions such as massage, physiotherapy, acupuncture and pain management groups; support groups; programs for children and youth; and various strategies to increase the capacity of support networks and refugee communities to sustain their members.

The focus of the STARTTS' approach is on building capacity and empowering people and communities to take control over their own lives, using a strengths-based approach and building on individual, family, community and cultural strengths.

Background to the Program Area of the position

The Clinical Services Team consists of a group of clinicians specialised in various areas who provide direct client service as well as act as a resource for other STARTTS staff. Its services include Early Childhood Clinic, Student Clinic, Physiotherapy and Body Centred Therapies and Psychiatry.

The Research Team supports and facilitates all STARTTS' research and evaluation activities and liaises with external organisations wishing to collaborate with STARTTS on research projects.

The Research Officer will be placed in the Research Team but will also work closely with members of other teams and assist in research and evaluation projects of the clinical, community and social groups, to ultimately help increase STARTTS' capacity for research and evaluation.

ORGANISATIONAL RELATIONSHIPS:

1. Responsible to: Research Team Leader/Senior Research Officer
2. Responsible for: NIL

SELECTION CRITERIA:

Essential Criteria:

1. Relevant post-graduate qualifications in psychology, behavioral or social sciences, and relevant work experience in areas of social sciences, psychology, research or data analysis.
2. Demonstrated knowledge of research methodology, proven ability to conceptualize and carry out research studies, analyses and reporting, preferably in health and mental health areas.
3. Highly developed computer skills for the purpose of analysis, specifically Microsoft Excel (or equivalent), knowledge or initiative of learning other statistical analysis programs such as SPSS.
4. Demonstrated superior time management skills to deliver projects efficiently and on time.
5. Excellent written, oral and interpersonal communication skills; and ability to work with minimal supervision as part of a multicultural and multidisciplinary team.
6. Understanding of cultural and ethical issues relevant to the development of research programs with refugee communities.
7. Knowledge of relevant Codes and Standards (e.g., Australian Code for the Responsible Conduct of Research, 2018).
8. Current NSW Driver's License.

Desirable Criteria:

1. Understanding of the principles and practice of Field and/or Action Research.
2. Bilingual in a relevant community language.
3. Experience in working with interpreters.

*This position is considered child-related employment and will require a Working with Children Background Check and a National Police Check.

**All STARTTS workers are required to have received at least one dose of a COVID19 vaccine by 30 September 2021 and two doses by 30 November 2021 or have an approved medical contraindication certificate. You will be required to provide a record of your COVID-19 vaccination status if successful.*

BRIEF DESCRIPTION OF ROLE

The Research Officer position will provide support to the Research Team Leader and the overall team. This role requires highly developed organisational skills and the ability to participate, support and contribute to the implementation of multiple research and evaluation projects while keeping data up-to-date and easily accessible

The primary duty of this position is to provide research support to the Research Team Leader, including responsibility for the day-to-day management and implementation of research projects. This requires good presentation skills for producing research and evaluation findings in a style that is comprehensive and clear for a given audience to understand, whether that be in scholarly articles or briefings with other members of STARTTS. The role also encompasses training of STARTTS staff, supporting them in the use of psychological instruments, help prepare presentations, slides and handouts

PRIMARY OBJECTIVES:

1. To support the promotion of health and wellbeing of traumatized refugees through research activities
2. To contribute raising awareness, knowledge and expertise to other relevant health professionals.
3. To be a resource for training, encouragement and assistance for other STARTTS staff members, while increasing research capabilities and involvement of staff in research and evaluation projects
4. To provide support to STARTTS staff involved in research and evaluation projects in clinical or community development programs and to assist staff with the preparation of research-based articles for publication when needed
5. To implement research projects in conjunctions with relevant STARTTS staff and other agencies through collaborative arrangements

6. To support the ongoing liaison and partnership for collaborative research with various academic and health institutions
 7. To contribute, support and assist in the development of the STARTTS Research policy and procedures
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PRIMARY DUTIES:

1. Research Duties

- 1.1. Support the implementation of quantitative and qualitative research projects, use of appropriate methodologies, proficiency to enter data, analyse data using statistical/scientific analysis packages, interpretation of statistical findings, preparing statistical and summary reports, with minimal supervision
- 1.2. Ability to support the Team Leader and contribute to planning, designing and implementing research projects, evaluation programs and funding submissions.
- 1.3. To support and assist the Team Leader in providing relevant Induction programme for placement students, provide an efficient training/learning environment, as well as help update guidelines for student placement programme
- 1.4. Carry out literature and article reviews, including summarising scholarly research articles and interpretation of findings with minimal supervision
- 1.5. Participate and assist team leader in the preparation and writing of research and evaluation papers, articles and reports
- 1.6. Follow best practice research management protocols, RAQ procedures and the Australian Code for the Responsible Conduct of Research, 2018
- 1.7. Be actively involved in individual or group training of STARTTS staff in the use of psychological and other health related instruments and evaluation measures, as well as providing support to staff in data entry and basic statistical analysis
- 1.8. Ensure that research activities at STARTTS are coordinated and satisfy ethical standards applicable to STARTTS, NSW Health and other relevant bodies where appropriate

2. Routine Duties and Administration

- 2.1. Manage administrative tasks associated with projects including safe storage of data, soft and hard copies, updating evaluation guidelines, work with the research team Leader to review internal research procedures and external collaborative research strategies
- 2.2. Actively contribute to the success of STARTTS' research program by attending fortnightly team meetings, aiding other relevant projects, ensuring appropriate record-keeping, complying with workplace policies and working collaboratively alongside other staff
- 2.3. Ensuring designated project tasks are kept to schedule, meeting milestones and deadlines, with minimum supervision
- 2.4. Assist in the implementation of research policy and associated procedures and contribute to the development of internal policy and relevant procedures

3. Reporting

- 3.1. Support the team leader and contribute to the preparation of bi-monthly reports for relevant projects
- 3.2. Provide accurate and timely reports of research data as requested and contribute to the dissemination of results, with minimal supervision
- 3.3. Supply statistical information and maintain accurate client and group work records, with minimal supervision
- 3.4. Provide statistical or client reports as per requests, in a timely manner
- 3.5. Support the team leader in preparation of tenders and grants for external funding through academic and health organisations and contribute to those initiated by STARTTS staff members
- 3.6. Support the team leader in preparation of Ethics Committee applications and Governance forms with the assistance of the research team leader

4. Personnel

- 4.1. Participate in STARTTS Performance Management program and in the development of an annual Work Plan
- 4.2. Be an active participant in team meetings to maximise contribution to the work of the team
- 4.3. Participate in STARTTS staff meetings and other relevant meetings
- 4.4. Work to ensure professional and co-operative working relationships within own team and with other departments across STARTTS
- 4.5. Participate in identifying quality improvement initiatives/strategies
- 4.6. Attend and participate in all training opportunities identified for the role
- 4.7. Liaise with and seek senior advice as required

5. As a STARTTS employee you are expected to:

- Have commitment to Human Rights, EEO, WHS and Safe Work Practices.
- Carry out the role and responsibilities in a manner that is consistent with delegations, policies, procedures and operations systems of STARTTS and in line with STARTTS Code of Conduct.
- Maintain confidentiality and exercise discretion in relation to all STARTTS matters.
- Actively seek to improve skills and knowledge that will benefit the organisation.
- Project a professional image at all times and in all situations.
- Undertake any other duties that may be required within the area of work.

Equal Employment Opportunity and Staff Relationships:

- STARTTS is an Equal Employment Opportunity (EEO) employer and encompasses its philosophy and practice.
- STARTTS rejects racism and sexism in all its forms and is committed to the elimination of racial and gender discrimination including direct and indirect racism and sexism, racial vilification, and harassment.

STARTTS Workplace Policies

You must observe and comply with the provisions set out in any and all written policy, practice or procedure of STARTTS. A breach of STARTTS' policies, practices and procedures may result in disciplinary action up to and including termination of your employment.

Work Health & Safety responsibilities:

- Comply with STARTTS WHS policies and procedures.
- Work with due care and consideration to safeguard your own health and safety and the health and safety of others, and to report to your Supervisor any potential hazards, mishaps, incidents or injuries that may occur or become aware of during the course of work.

Risk management responsibilities: All staff have a responsibility to identify any risks (i.e. the chance of something happening that will have an impact on the objectives of the organisation) in the course of their work and to inform their supervisor, as per the *STARTTS Risk Management Policy and Program*.

Smoke-free Workplace

STARTTS is completely smoke-free. This means that smoking is not allowed in any STARTTS' buildings, vehicles or grounds, there are no designated smoking areas. As an employee you are required to comply with the 'Non-smoking' Policy.

I have read the **Research Officer #1020-2** Position Description, understand its contents and agree to work in accordance with the requirements of the position. I understand and accept that I must also comply with STARTTS' policies and procedures and can be required to work in any location under the jurisdiction of STARTTS.

I also agree to strictly observe STARTTS' policy on confidentiality of client information or such other sensitive or confidential information that I may come across in the course of my employment.

Employee Name: _____
Please print

Employee Signature: _____ **Date:** _____

CHIEF EXECUTIVE OFFICER: Jorge Aroche

Signature: _____ **Date:** _____

The review for this Position Description is due: November 2023